



City of Tempe

DEPUTY COMMUNITY SERVICES DIRECTOR – LIBRARY SERVICES

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	014	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$109,882
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$148,341
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials and Administrators

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Community Services Director and other city management staff.

Exercises direct supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasingly responsible experience in professional library administrative work in a comprehensive library operation with at least three years of supervisory responsibility.
<i>Education:</i>	A Master's degree in Library Science from an American Library Association accredited college or university.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the programs and activities of the Library Services Division.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Develop, recommend and direct the implementation of division goals and objectives and policies and procedures, strategic priorities and measures in accordance with the core values of the City; Creativity, Diversity, Integrity, Quality, Openness, People and Respect.
- Direct, oversee and participate in the development of the division's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Perform job duties adequately and properly; follow personnel and department policies and operating procedures.
- Motivate, inspire, lead and evaluate personnel; collaborate and work with employees to build and maintain an inclusive team atmosphere that provides excellent and innovative library services, and positively impacts the community.
- Collaborate with local school districts, outside agencies, organizations, boards and other City departments to coordinate activities, develop and grow partnerships, and to implement programs.
- Prepare and implement the division budget, participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Serve as liaison to the Library Advisory Board and Friends of the Tempe Public Library; ensure that both boards are aware of policy and major procedural changes affecting service to the general public.
- Develop and review staff reports related to the division's programs and operation.
- Oversee and participate in the preparation of grant proposals; administer and monitor awarded grants.
- Respond to all requests for information or services from the general public; respond to and investigate difficult and sensitive inquiries and complaints.
- Provide continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with staff team to provide quality services.
- Provide technical assistance to staff, groups, and agencies.
- Provide pro-active performance planning utilizing employee development tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Revised January 1999

Revised July 2002 (Range Changed)

Revised Dec 2010 (Title change)

Revised Dec 2011 (Update MQ's)

Revised January 2016 (Update Essential Functions, min quals, and title change)

Revised February 2021 (Update essential functions)